

TOWN OF CAMPTON

JOB TITLE: Town Administrator

DEPARTMENT: Administration

EMPLOYMENT STATUS: Full-Time

EXEMPT STATUS: Administrative Exemption

LABOR GRADE: 15

JOB SUMMARY: This position is responsible for overseeing the daily operations of the town, administering personnel, financial, purchasing, and operational policies under the jurisdiction of the Board of Selectmen and serving as a general resource to the citizens of the town.

SUPERVISION RECEIVED: This position receives general supervision and policy direction from the Board of Selectmen, exercises a considerable degree of independent judgment and is evaluated by the Board of Selectmen based upon the achievement of assigned goals and objectives.

SUPERVISION EXERCISED: Provides direct supervision to employees in the Selectman's office and other town employees as assigned by the Board of Selectmen.

ESSENTIAL DUTIES (The listed examples may not include all duties of the position):

- Coordinates the daily administrative functions of the town office.
- Acts as liaison between the Board of Selectmen and department heads, boards, commissions, state and local agencies and the public.
- Organize and supervise town financial records in accordance with GAAP.
- Responds to inquiries from taxpayers, employees, state officials and the general public.
- Mediates concerns and negotiates agreements per order of Selectmen.
- Prepares for Selectmen's meetings by gathering information, scheduling appointments, correcting minutes, reviewing correspondence, and preparing reports.
- Prepares the annual budget with the Selectmen and department heads.

- Directs organization and printing of the annual town report, including gathering and compiling report information.
- Prepares warrant articles for review by the town attorney and the Department of Revenue Administration.
- Prepares material for the town meeting and assists the Selectmen in responding to questions.
- Completes MS forms in preparation for setting the tax rate, produces tax warrants and works with the auditor from the Department of Revenue Administration.
- Works with staff on current use applications and tax abatements.
- Meets with and answers questions from the auditors and arranges the annual audit.
- Supervises selectmen staff and conducts performance evaluations.
- Drafts and updates town policies for approval by Board of Selectmen
- Responds to employee concerns and advises Selectmen on personnel matters.
- Addresses building maintenance concerns.
- Schedules joint loss safety meetings.
- Assists department heads in the management of budgetary and personnel issues.
- Advises welfare administrator during situations where conflict of interest or difficult applicants arise.
- Coordinates benefit administration.
- Prepares workers' compensation reports.
- Website Administration
- Coordinates special projects and committees.
- Performs other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED BY THE POSITION:

- Knowledge of the principles and practices of public administration, financial and human resource management.
- Knowledge of the functions, organization and operations of all town departments.
- Knowledge of town policies and procedures, ordinances and state and federal statutes.
- Knowledge of governmental accounting principles, budget preparation and audit procedures.
- Skills in planning, organizing, analyzing, decision making, problem solving and implementing change.
- Skills in public and interpersonal relations.
- Skills in negotiations.
- Skill in managing multiple and concurrent projects.
- Skills in management, leadership and supervision.
- Skill in operating general office equipment such as a computer, facsimile machine, calculator, copier and printer.
- Ability to communicate effectively, both verbally and in writing.
- Ability to prepare and present technical and statistical reports.
- Ability to negotiate and resolve disputes effectively.
- Ability to establish and maintain effective working relationships with employees, town officials, the business community, the general public and state, regional and federal officials.

PHYSICAL DEMANDS: The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as papers, books, small parts; driving an automobile; etc. No special physical demands are required to perform the work.

WORK ENVIRONMENT: The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries and residences or commercial vehicles (e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc.). The work area is adequately lighted, heated and ventilated.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: The Town Administrator has responsibility and authority for the work performed in more than one departmental area. The Town Administrator is responsible for monitoring overall operations, developing recommendations on major policy issues for all departments and representing the organization with elected officials and the public.

MINIMUM QUALIFICATIONS:

1. Bachelor's degree in public administration, finance, personnel management, organizational development, or related occupational field.
2. Experience sufficient to understand the diverse objectives and functions of the position, usually interpreted to require six years of progressively responsible administrative and supervisory experience, preferably in municipal government; or any equivalent combination of education or experience which demonstrates possession of the required knowledge, skills, and abilities.